

DEPUTY CITY CLERK/ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist in coordinating and administering programs and activities of the City Clerk's Office; to perform the full range of confidential office administrative activities to support the City Clerk function; to assume all responsibilities of the City Clerk in his/her absence; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in coordinating and administering programs and activities in the City Clerk's Office; research a variety of legal material; ensure compliance with current laws and regulations.
2. Prepare a variety of legal documents, including resolutions, ordinances, reports, proclamations, commendations and related correspondence; submit legal notices to various media as required; prepare agenda packets for City Council meetings.
3. Compose and publish notices for special meetings, public hearings, public bids and openings; ensure compliance with legal guidelines; adhere to proper legal noticing procedures; prepare and maintain log of legal notice posting and publication.
4. Track a variety of documents, contracts and reports including resolutions and ordinances.
5. Perform research, data gathering and analysis for written reports for the City Clerk, the Council, City departments and the public.
6. Provide a variety of information and documents to the general public; receive and document fees for related documents.
7. Assist the City Clerk in conducting municipal elections; work with candidates to ensure that forms are completed correctly and actions are taken in compliance with applicable laws and codes.
8. Assist in the preparation and administration of the department budget; monitor expenditures; recommend modifications or adjustments, as necessary.
9. Receive and screen visitors; provide information which requires the interpretation of rules and regulations and/or refers the caller to the proper City department.
10. Type a variety of reports, documents, correspondence and other materials using a typewriter or word processor; proofread typed materials for accuracy, correct English usage and adherence to City and other policies and regulations.

CITY OF BELMONT

Deputy City Clerk/Administrative Assistant (*Continued*)

Essential Functions:

11. Maintain accurate and up-to-date records, logs and files.
12. Serve as City Clerk in the absence of same.

Marginal Functions:

1. Perform a variety of office administrative tasks including ordering supplies, arranging for meetings and transmitting information.
2. Participate in various committees as assigned; attend and participate in professional group meetings; stay abreast of new developments within assigned area of responsibility.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of the City Clerk's Office.

Principles and practices of office administration.

Standard office practices and procedures.

Modern office procedures, methods and equipment including computers and supporting word processing spreadsheet applications.

Methods and techniques of research and analysis.

Principles of business letter writing and basic report preparation.

Principles and procedures of financial record keeping and reporting.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Provide responsible secretarial and office administrative assistance to the City Clerk.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Analyze and interpret administrative procedures and regulations, legal documents and contracts.

Research, compile and summarize a variety of informational materials.

Independently prepare correspondence and memoranda.

Prepare clear and concise reports, documents and correspondence.

Learn budgetary principles and practices.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Type and/or enter data at a speed necessary for successful job performance.

Maintain accurate records and files.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows for effective interaction and communication with others.

CITY OF BELMONT
Deputy City Clerk/Administrative Assistant (*Continued*)

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial or office administrative experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized business or secretarial training.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light lifting and carrying; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer.